



NASPO ValuePoint Office Furniture

NASPO ValuePoint Master Agreement for Office Furniture and Related Installation Services.

Open	6/20/2017 11:00 AM MST	Type	Request for Proposal
Close	8/1/2017 1:00 PM MST	Number	RC17020
		Currency	US Dollar
Sealed Until	8/1/2017 1:00 PM MST		

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Commodity Codes

Commodity Code	Description
56101	Office furniture including partitions and desks and filing cabinets and credenzas and conference tables
56110	Commercial and industrial furniture including desk systems and seating and computer support furniture and panel systems
56120	Classroom and instructional and institutional furniture and fixtures including library furniture
81100	Professional engineering svcs incl civil engineering, landscape consulting, programming/master planning, architectural & engineering design/consulting, inspection certification svcs, testing/geotechnical, hazardous materials service, commissioning svcs

Description

Issuing Procurement Unit and Conducting Procurement Unit

State of Utah Division of Purchasing

The State of Utah

Division of Purchasing & General Services

In conjunction with

NASPO ValuePoint

Request for Proposal

State of Utah Solicitation Number RC17020

**NASPO ValuePoint Master Agreement for
Office Furniture and Related Installation Services.**

This Request for Proposals ("RFP") is issued in accordance with the Utah Procurement Code and applicable administrative rules of the Utah Administrative Code. If any provision of this RFP conflicts with the Utah Procurement Code or Utah Administrative Code, then the Utah Procurement Code or Utah Administrative Code will take precedence.

Purpose of this Solicitation

The purpose of this RFP is to enter into a contract to provide: **NASPO ValuePoint Master Agreement for Office Furniture and Related Installation Services.**

Multiple Contract Award Anticipated

The NASPO ValuePoint Sourcing Team has determined to enter into a multiple award contract. See Section 7 of the attached RC17020 RFP document.

Length of the Contract

The contract resulting from this RFP will be for FIVE (5) years.

Issuing Procurement Unit, Conducting Procurement Unit, and Solicitation Number

The State of Utah Division of Purchasing is the issuing procurement unit and is the conducting procurement unit for this RFP (referred to as "the State"). The reference number for this RFP is Solicitation #RC17020. This solicitation number must be referred to on all proposals, correspondence, and documentation submitted to the State relating to this RFP.

Additional Information

Offerors are prohibited from communications regarding this RFP with the conducting procurement unit staff, evaluation committee members, or other associated individuals EXCEPT the State of Utah Division of Purchasing procurement officer overseeing this RFP.

Wherever in this RFP an item is defined by using a trade name, brand name, or a manufacturer and/or model number, it is intended that the words, "or equivalent" apply; and invites the submission of equivalent products by the Offerors.

Offerors may be required to submit product samples to assist the chief procurement officer or head of a procurement unit with independent procurement authority in evaluating whether a procurement item meets the specifications and other requirements set forth in the request for proposals. Product samples must be furnished free of charge unless otherwise stated in the request for proposals, and if not destroyed by testing, will upon written request within any deadline stated in the request for proposals, be returned at the Offeror's expense. Samples must be labeled or otherwise identified as specified in the request for proposals by the procurement unit.

The issuing procurement unit may not accept a proposal after the time for submission of a proposal has expired.

The State reserves the right to conduct discussions with the Offerors who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions.

Mandatory Pre-Proposal Meeting information is provided in Section 1.6 of the RFP document.

A mandatory pre-proposal conference will be held on Monday, July 17, 2017, at 9:00 am, at the following location:

The Little America Hotel - Salt Lake City

Arizona Room, 1st Floor

500 Main St.
Salt Lake City, UT 84101

Due to limited space, please limit attendance to two individuals from your company. Attendance at the conference is mandatory. This pre-proposal conference must be attended by an authorized representative of the person or vendor submitting a proposal. Failure to attend this mandatory pre-proposal conference shall result in the disqualification of any offeror that does not have an authorized representative attend the entire duration of the mandatory pre-proposal meeting. Listening to or viewing audio or video recordings of a mandatory pre-proposal conference may not be substituted for attendance. Answers to questions asked during the pre-proposal conference will be provided via an addendum posted in SciQuest.


Evaluation Administrative and Mandatory Minimum Requirement Compliance

Each proposal received shall be evaluated as outlined in this RFP and the Utah Procurement Code.


To be responsive and responsible Offerors must review and respond to the following sections of this RFP: Prerequisites, Buyer Attachments, Questions, and Items.

- The Prerequisites section includes the objective and subjective criteria that will be used to evaluate the proposals, which include the mandatory minimum requirements, technical criteria, and other prerequisites that Offerors must read and agree to in order to respond to this RFP.
- The Buyer Attachments Section contains the standard contractual terms and conditions required by the State and any other required documents associated with this RFP.
- The Questions Section contains the questions that Offerors are required to answer in order to submit a proposal.
- The Items Section contains the detailed description of the procurement items being sought and allows the Offerors to provide their cost proposals.

Offerors must review each section carefully.

Prerequisites	 Required to View Event	★ Required to Enter Bid
1. Offerors are encouraged to review this RFP prior to the deadline to submit a proposal, even if a proposal has been submitted, in case an addendum has been issued by the issuing procurement unit. ★		
2. All questions must be submitted through SciQuest during the Question and Answer period. ★		
3. Pursuant to the Utah Procurement Code the following entities are Eligible Users and are allowed to use the awarded contracts. ★		
4. The State of Utah Division of Purchasing does not guarantee any purchase amount under an awarded contract. ★		
5. A Bidder must guarantee its pricing for the period described in this RFP. ★		
6. Offerors may request that part of its proposal be protected by submitting a Claim of Business Confidentiality Form. See the Buyers Attachment section. ★		
7. The proposed Scope of Work has been attached to this RFP. ★		
8. The mandatory minimum requirements are the objective criteria in which the conducting procurement unit will evaluate proposals. Offerors must upload RC17020 Attachment C Acceptance document which provides a point by point response to the mandatory minimums listed in this prerequisite. Offerors must complete and upload this document. There are OEM Mandatory Requirements (Section 2 of RFP document) and Product Mandatory Minimum Requirements (Section 4 of RFP document). Both OEM and Product Mandatory Minimum Requirements must be addressed according to instructions in the RFP document and the RC17020 Attachment C Acceptance Document. ★		

Prerequisites

 Required to View Event

★ Required to Enter Bid

9. To determine which proposal provides the best value to the State, the evaluation committee will evaluate each responsive and responsible proposal that has not been disqualified or rejected using the subjective criteria listed in this prerequisites section. ★
10. Offeror's cost proposals will be evaluated independently. ★
11. All proposals in response to this RFP will be evaluated in a manner consistent with the Utah Procurement Code, Administrative Rules, policies and the evaluation criteria in this RFP. Offerors bear sole responsibility for the items included or not included within the proposal submitted by the Offeror. Each area of the evaluation criteria must be addressed in detail in the proposal. ★
12. Offeror may take exception and/or propose additional language to the Standard Terms and Conditions that have been attached to this RFP. ★
13. The issuing procurement unit may not accept a proposal after the time for submission of a proposal has expired. ★
14. Proposals MUST be submitted electronically, through SciQuest. Hard Copy proposals will not be accepted for ease in distributing proposals to evaluation committee members located throughout the nation. Please allow ample time to complete your proposal submission. ★

Buyer Attachments

1. [RFP Document Revision 6.26.2017](#)
2. [Claim of Business Confidentiality Form](#)
3. [Attachment A](#)
4. [Attachment B](#)
5. [Attachment C](#)
6. [Attachment D](#)
7. [Attachment E](#)
8. [Attachment F](#)
9. [Attachment G](#)
10. [Attachment H](#)
11. [Attachment I](#)
12. [Attachment J](#)
13. [Attachment K](#)
14. [Attachment L](#)
15. [Attachment M](#)
16. [Attachment N](#)

Questions

★ Required Questions

1. Acceptance of Prerequisites

- 1.1. Is Offeror presently or has Offeror ever been debarred, suspended, proposed for debarment, or declared ineligible by any governmental department or agency, whether international, national, state, or local? ★
- 1.2. Offeror acknowledges that it must acquire and maintain all applicable federal, state, and local licenses before the contract is entered into.
Licenses must be maintained throughout the entire contract period.
Persons doing business as an Individual, Association, Partnership, Corporation, or otherwise shall be registered with the Utah State Division of Corporations and Commercial Code. NOTE: Forms and information on registration may be obtained by calling (801) 530-4849 or toll free at 877-526-3994, or by accessing: www.commerce.utah.gov. ★
- 1.3. Offeror acknowledges that it has uploaded a document providing a point-by-point response to the following prerequisites: the mandatory minimum requirements prerequisite, the technical requirements prerequisite, the acceptance document, the cost schedule, and any other prerequisite that required a document to be uploaded. ★

- 1.4. In the event that an Offeror offers pricing discounts for educational entities that (1) are applicable to this solicitation and (2) result in lower pricing than what is generally offered to other governmental entities, please attach a separate cost proposal labeled "Educational Pricing" to your proposal. This cost proposal for Educational Pricing is to be submitted in addition to the original Cost Proposal Form and will only be available to authorized end users. The Educational Pricing will not be used to evaluate costs.

Offeror acknowledges that it has read and understands this question. ★

2. Vendor Information

- 2.1. Please provide your firm's legal company name. ★
- 2.2. Please provide your federal tax identification number? (If the vendor is sole proprietor please do not provide your social security number.) ★
- 2.3. Please provide your firm's contact information for this contract, including the name, phone number, and email address of your firm's authorized representative. ★
- 2.4. Please provide your ordering address and the remit to address. Please clearly identify each address. ★
- 2.5. Please provide your firm's State of Utah Sales Tax ID Number.
If you do not have a State of Utah Sales Tax ID Number, please write "N/A". ★
- 2.6. Identify your firm's type of business.

